Now Utilities
Quick Reference Guide

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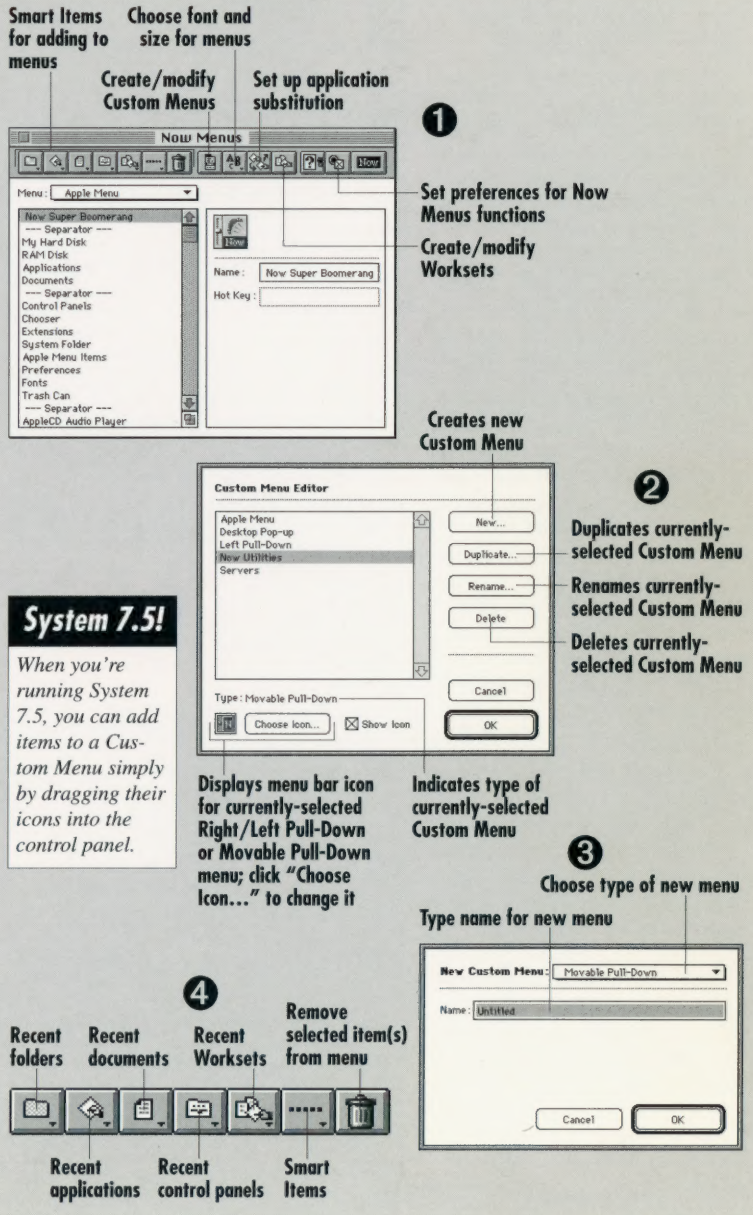
Now Menus

Custom Menus give you quick and easy access to documents, applications, folders and other items on your hard disk. The steps below show you how to create new Custom Menus besides the default ones created at installation.

To create a Custom Menu, click the "Create/Modify Custom Menus" button (❶). In the dialog box that appears, click "New…" (❷). Choose the type of Custom Menu that you want to create, and enter a name for it (❸). (If you're creating a Modifier Key Pop-Up menu, select the keys that you want to activate the menu.) Click "OK" twice to return to the control panel. Your new Custom Menu is displayed so that you can add items to it. Use the pop-up menus at the top left to add items (❹). Add Smart Items for special functions:

Separator—Adds one to the menu.
(Recent Files/Folders/Apps)—Each displays a list of the corresponding recent items in the menu.
(Active Apps)—Displays a list of the currently-running applications.
(Menu Bar)—Displays the menu titles currently shown in the menu bar.
(Now Utilities)—Displays all Now Utilities components.
"Other…"—Opens a dialog box that lets you choose an application or document to open.
"Find…"—Lets you search for (and open) files and folders very quickly.
Memory Viewer—Lets you check memory usage on your Mac.
Memory Sizer—Lets you change an application's memory allotment.
Edit Recent…—Lets you modify the database of recent items.



System 7.5!

When you're running System 7.5, you can add items to a Custom Menu simply by dragging their icons into the control panel.

Now QuickFiler

Finding files and folders

To use Now QuickFiler's fast and flexible searching function, choose "Find…" from the Now QuickFiler Finder menu or press ⌘-F (when the "Use Now Find as Find command…" checkbox is selected in the General pane of the Now QuickFiler control panel). The Now Find dialog box appears (shown at right).

Choose the volume to search, then specify your search criteria. For a simple search, just type the filename you're looking for (or part of it) in the search text field. For more advanced searching, add more criteria by clicking "More Choices"—the available criteria are shown at right.

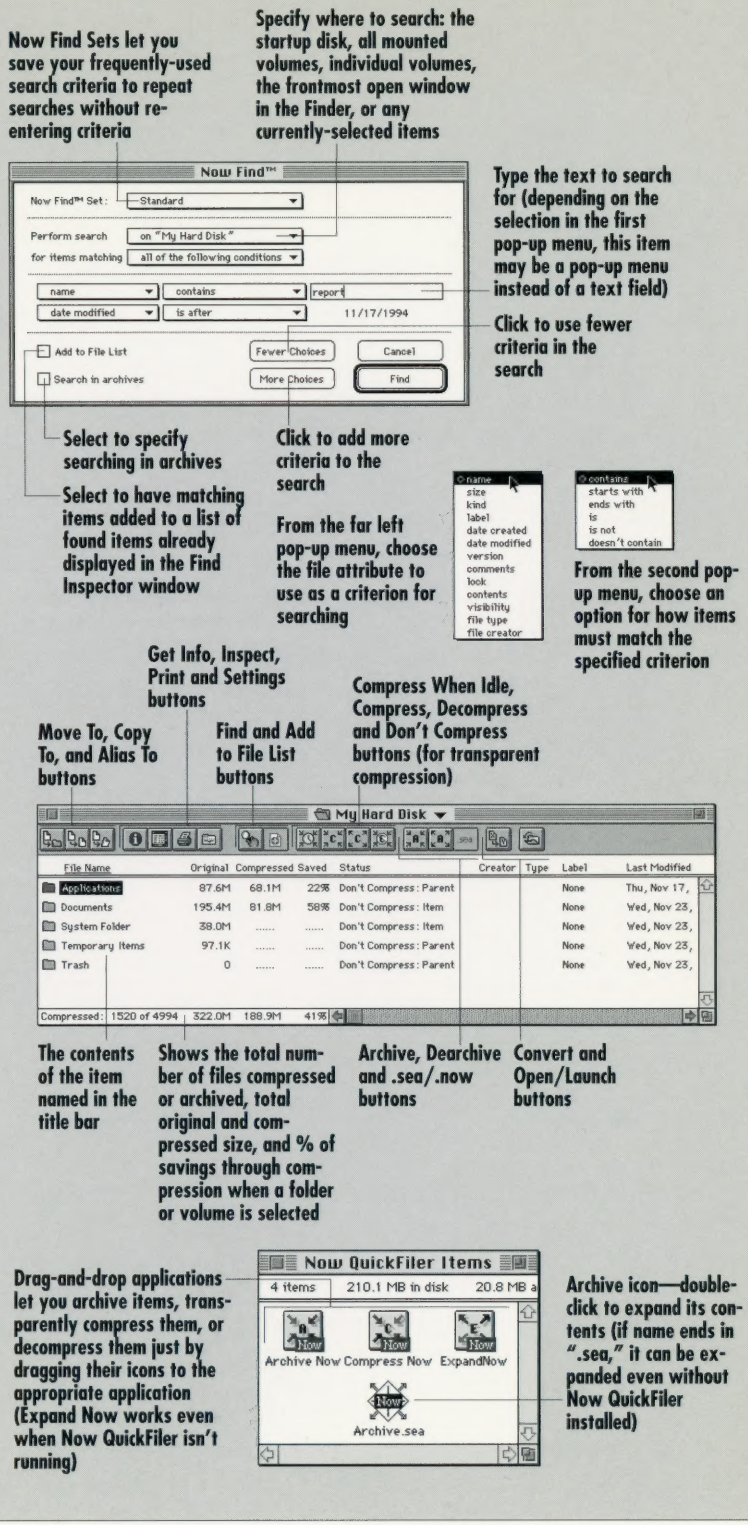
After specifying your search criteria, click "Find." Now QuickFiler searches, then displays any matching items in a special Inspector window.

Using the Inspector window

Now QuickFiler's Inspector window makes it easy to view and manipulate the contents of your hard disk. The button bar provides quick access to essential functions like moving, copying, aliasing and deleting files, as well as printing files and opening the Get Info window. To open the Inspector window, select the item whose contents you want to view and choose "Inspect…" from the Now QuickFiler Finder menu.

Archiving files

Archive files to save time when sending them across a network, or simply to save disk space. Just select the files you want to compress into an archive (Shift-select multiple files) or select the folder(s) containing the files, then choose "Archive" from the Now QuickFiler Finder menu or click the "Archive" button in the Inspector window. You can even drag the files or folder(s) to the icon of the "Archive Now" drag-and-drop application. Name the archive and save it. An archive is self-extracting by default, so that the person receiving it can open it without Now QuickFiler installed.


Now Find Sets let you save your frequently-used search criteria to repeat searches without re-entering criteria
Specify where to search: the startup disk, all mounted volumes, individual volumes, the frontmost open window in the Finder, or any currently-selected items
Now Find™
Now Find™ Set: Standard
Perform search on "My Hard Disk"
for items matching all of the following conditions
name contains report
date modified is after 11/17/1994
Add to File List
Search in archives
Fewer Choices
More Choices
Cancel
Find
Type the text to search for (depending on the selection in the first pop-up menu, this item may be a pop-up menu instead of a text field)
Click to use fewer criteria in the search
Select to specify searching in archives
Select to have matching items added to a list of found items already displayed in the Find Inspector window
Click to add more criteria to the search
From the far left pop-up menu, choose the file attribute to use as a criterion for searching
name
size
kind
label
date created
date modified
version
comments
look
contents
visibility
file type
file creator
contains
starts with
ends with
is
is not
doesn't contain
From the second pop-up menu, choose an option for how items must match the specified criterion
Get Info, Inspect, Print and Settings buttons
Move To, Copy To, and Alias To buttons
Find and Add to File List buttons
Compress When Idle, Compress, Decompress and Don't Compress buttons (for transparent compression)
My Hard Disk
File Name Original Compressed Saved Status Creator Type Label Last Modified
Applications 87.6M 68.1M 22% Don't Compress: Parent None Thu, Nov 17,
Documents 195.4M 81.8M 58% Don't Compress: Item None Wed, Nov 23,
System Folder 38.0M .... Don't Compress: Item None Wed, Nov 23,
Temporary Items 97.1K .... Don't Compress: Parent None Wed, Nov 23,
Trash 0 .... Don't Compress: Parent None Wed, Nov 23,
Compressed: 1520 of 4994 322.0M 188.9M 41%
The contents of the item named in the title bar
Shows the total number of files compressed or archived, total original and compressed size, and % of savings through compression when a folder or volume is selected
Archive, Dearchive and .sea/.now buttons
Convert and Open/Launch buttons
Drag-and-drop applications let you archive items, transparently compress them, or decompress them just by dragging their icons to the appropriate application (Expand Now works even when Now QuickFiler isn't running)
Now QuickFiler Items
4 items 210.1 MB in disk 20.8 MB a
Archive Now Compress Now ExpandNow
Archive.sea
Archive icon—double-click to expand its contents (if name ends in ".sea," it can be expanded even without Now QuickFiler installed)

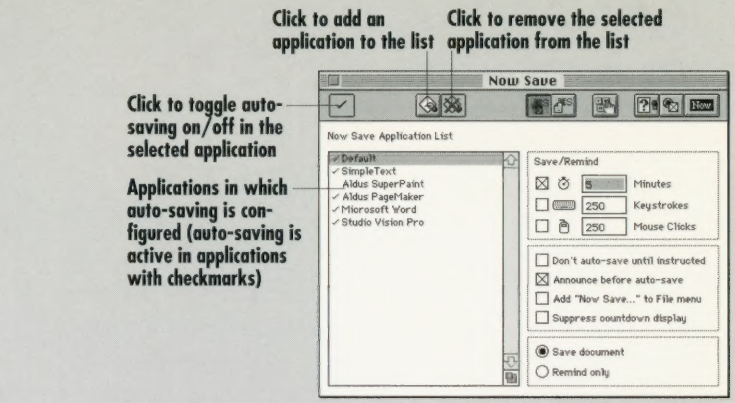
Now Save

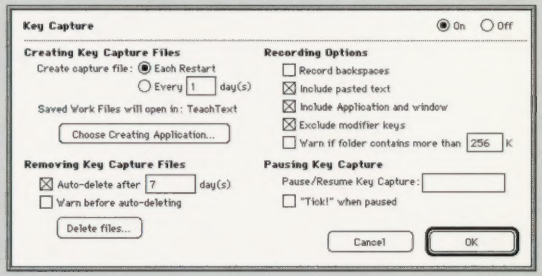
To activate auto-saving within an application, you need to add it to Now Save's Application List. You can do so by clicking the "Add Application" button in the control panel, then selecting the desired application. Once you've added an application, specify its auto-save settings in the right-hand section of the control panel.

Within an application, set up auto-saving by pressing ⌘-Shift-Option-S (the default Hot Key) and setting options in the Configure dialog box, which offers the same options as the control panel.

You can also exclude certain filenames from being auto-saved if you wish.

Use the Key Capture function (turned on by default) to record all of your keystrokes to a text file in case of a crash.



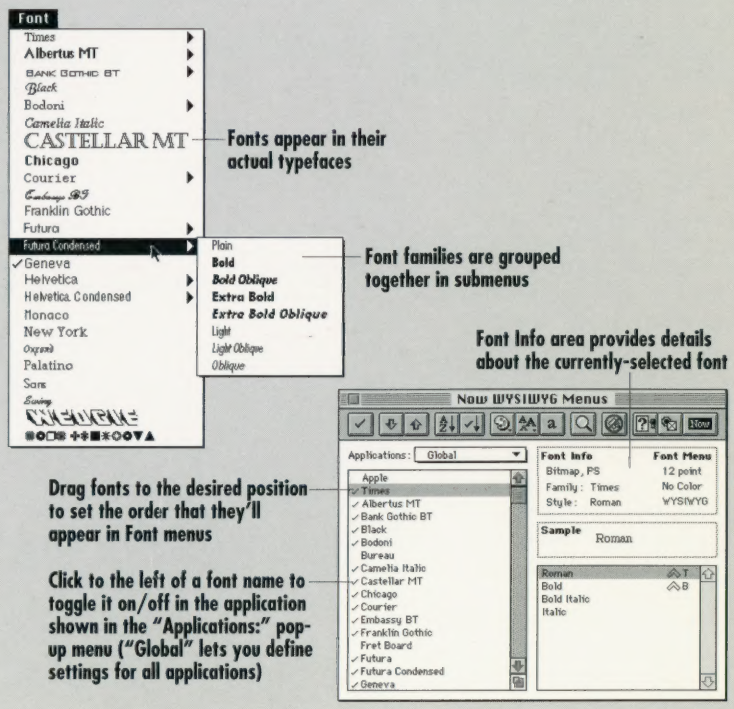


Available options for Key Capture (the default settings are fine for starting out)

Now WYSIWYG Menus

Now WYSIWYG Menus lets you see fonts in their actual typefaces when you pull down the Font menu in applications. The Size and Style menus will also display the currently-selected font in the available sizes and styles, so you can always choose fonts and styles quickly and know what the results will look like.

In the control panel, you can change the order in which fonts appear in the Font menu (placing frequently-used fonts at the top, for example), sort your fonts to restore alphabetical order, specify special colors and/or sizes, and turn fonts on/off in the Font menu. You can create these settings for all applications, or set options separately for different applications. For example, you might make only a few fonts available in a basic text-editing application, but make them all available in a graphics application.



Now Startup Manager

Using automatic Conflict Isolation

If your Macintosh crashes during startup, don't panic! Just click "Isolate" in the dialog box that Now Startup Manager displays upon restarting after the crash (❶). If your Macintosh crashes sometime after startup, restart if necessary, then open the Now Startup Manager control panel and click the "Conflict Isolation" button (❶).

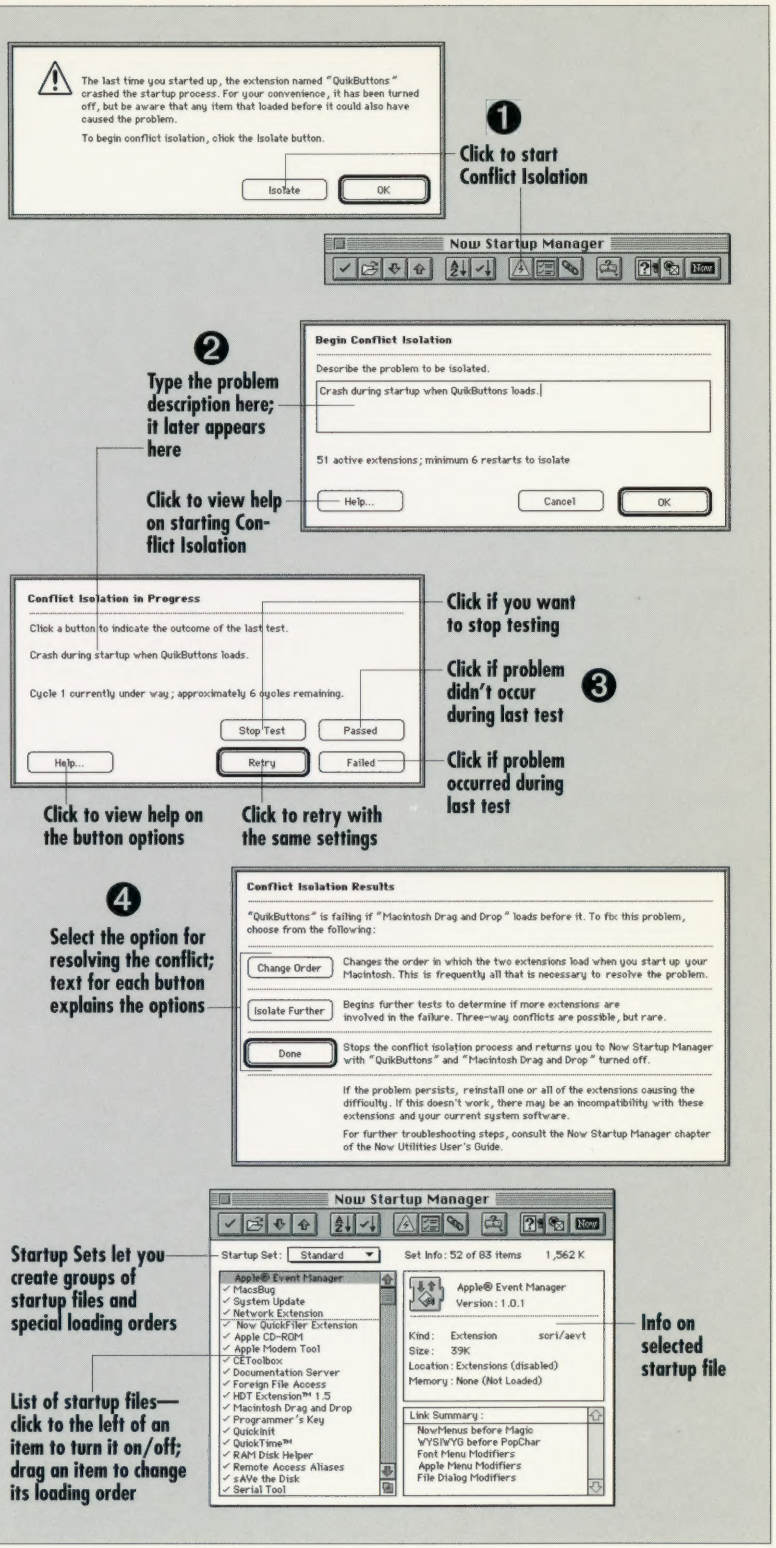
In the "Begin Conflict Isolation" dialog box, enter reminder text to help you remember the nature of the problem throughout the testing process (❷). Click "OK," then turn on any "essential extensions"—for example, AppleShare may be essential if you need to interact with a file server. If Now Startup Manager has opened during the startup process, click "OK" to continue with startup; if you opened the Now Startup Manager control panel after startup, close it now and restart.

After startup is complete, repeat any previous actions that seemed to cause the problem, and watch for signs that it's recurring (if your problem is a crash during startup, it'll be easy to tell if it's recurring). After testing sufficiently, restart.

A dialog box appears when you restart, prompting you to indicate the outcome of testing (❸). If the problem recurred, click "Failed"; if it didn't, click "Passed." Repeat the steps in these last two paragraphs until the Results dialog box appears (❹).

In this dialog box, clicking the "Change Order" button will reverse the order in which the two extensions load relative to each other—this is often the best way to resolve a two-way conflict. If you're in a hurry, just click "Done" to turn off both suspect items and do without them for a while. "Isolate Further" allows you to diagnose complex three-way conflicts, which are quite rare.

Other Now Startup Manager functions are illustrated at right.


The last time you started up, the extension named "QuikButtons" crashed the startup process. For your convenience, it has been turned off, but be aware that any item that loaded before it could also have caused the problem.
To begin conflict isolation, click the Isolate button.
Isolate
OK
❶
Click to start Conflict Isolation
Now Startup Manager
❷
Type the problem description here; it later appears here
Begin Conflict Isolation
Describe the problem to be isolated.
Crash during startup when QuikButtons loads.
51 active extensions; minimum 6 restarts to isolate
Click to view help on starting Conflict Isolation
Help...
Cancel
OK
Conflict Isolation in Progress
Click a button to indicate the outcome of the last test.
Crash during startup when QuikButtons loads.
Cycle 1 currently under way; approximately 6 cycles remaining.
Stop Test
Passed
Help...
Retry
Failed
Click if you want to stop testing
Click if problem didn't occur during last test
❸
Click if problem occurred during last test
Click to view help on the button options
Click to retry with the same settings
❹
Select the option for resolving the conflict; text for each button explains the options
Conflict Isolation Results
"QuikButtons" is failing if "Macintosh Drag and Drop" loads before it. To fix this problem, choose from the following:
Change Order
Changes the order in which the two extensions load when you start up your Macintosh. This is frequently all that is necessary to resolve the problem.
Isolate Further
Begins further tests to determine if more extensions are involved in the failure. Three-way conflicts are possible, but rare.
Done
Stops the conflict isolation process and returns you to Now Startup Manager with "QuikButtons" and "Macintosh Drag and Drop" turned off.
If the problem persists, reinstall one or all of the extensions causing the difficulty. If this doesn't work, there may be an incompatibility with these extensions and your current system software.
For further troubleshooting steps, consult the Now Startup Manager chapter of the Now Utilities User's Guide.
Now Startup Manager
Startup Sets let you create groups of startup files and special loading orders
Startup Set: Standard
Set Info: 52 of 83 items
1,562 K
Apple® Event Manager
MacsBug
System Update
Network Extension
Now QuickFiler Extension
Apple CD-ROM
Apple Modem Tool
CEToolbox
Documentation Server
Foreign File Access
HDT Extension™ 1.5
Macintosh Drag and Drop
Programmer's Key
QuickInit
QuickTime™
RAM Disk Helper
Remote Access Aliases
sAVe the Disk
Serial Tool
Apple® Event Manager
Version: 1.0.1
Kind: Extension
scri/aevt
Size: 39K
Location: Extensions (disabled)
Memory: None (Not Loaded)
Info on selected startup file
Link Summary:
NowMenus before Magic
WYSIWYG before PopChar
Font Menu Modifiers
Apple Menu Modifiers
File Dialog Modifiers
List of startup files—click to the left of an item to turn it on/off; drag an item to change its loading order

Now Super Boomerang

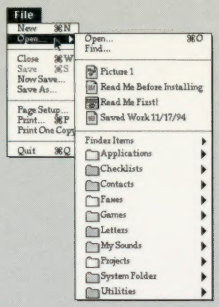
Using recent file/folder menus

You can open recent files and folders using the Now Super Boomerang menu in the Apple menu, or the DirectOpen submenu attached to the "Open…" command of applications.

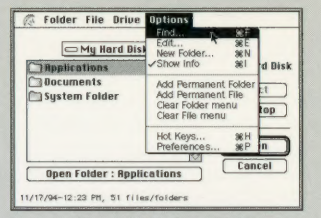
Finding files and folders

To locate an item when you're in an application and don't want to return to the Finder, choose "Find…" from the Options menu in an Open/Save dialog box. The Find dialog box appears.

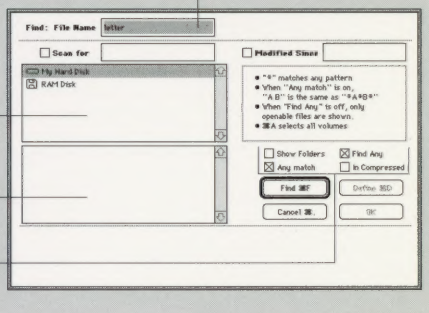
Scan For: Search for text within files.
Modified Since: Search for files by modification date.
Show Folders: Find folders matching the search criteria as well as files.
Any match: Treat spaces as wild-cards.
Find Any: List all matching files whether or not the current application can open them.
In Compressed: Within archives.



DirectOpen submenu in an application



Open/Save dialog box with Now Super Boomerang options

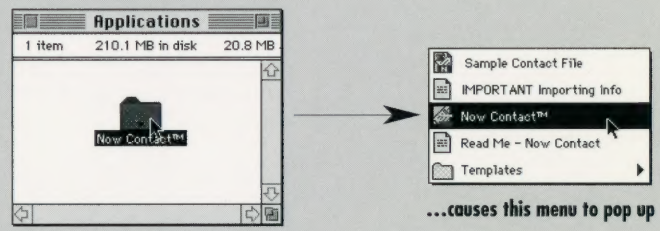


Now FolderMenus

Now FolderMenus lets you "pop up" a menu of any folder's or volume's contents just by clicking on the item and holding down the mouse button. By default, Now FolderMenus displays arrows on the icons of folders and volumes to indicate that you can pop up a menu to view their contents. You can then view the contents of nested folders, and open folders or documents within folders by selecting them and releasing the mouse button.

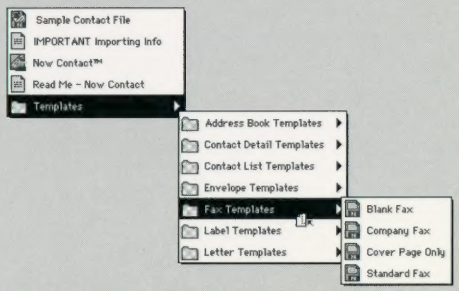
You can even move an item into a folder simply by dragging its icon to the folder, holding down the mouse button over the folder to pop up the folder menu, and dragging the item to the desired nested folder.

The Now FolderMenus control panel lets you set the delay between clicking the mouse button and popping up the menu as well other basic options for its operation.



Clicking on this folder icon and holding down the mouse button…

…causes this menu to pop up



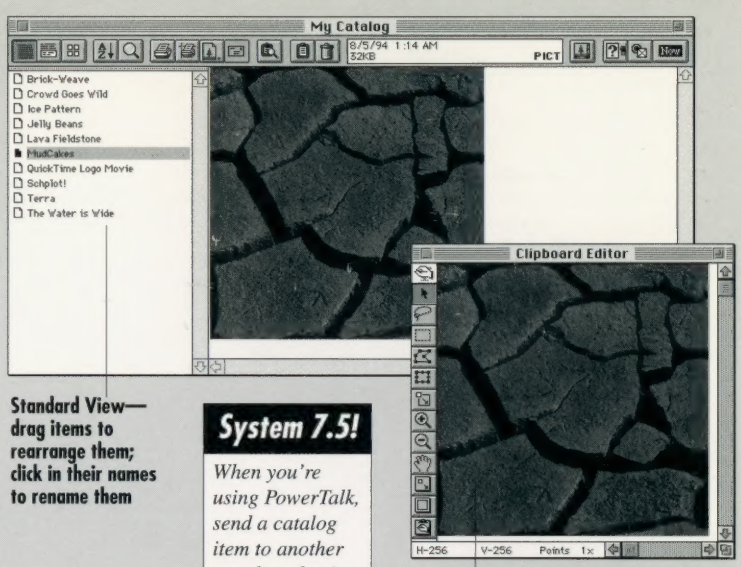
Dragging an item into a location in a pop-up folder menu

Now Scrapbook

Use Now Scrapbook to store your text items, graphics in many different formats, QuickTime movies and sounds. Keeping them in Now Scrapbook catalogs allows you quick access and central storage.

You can look at catalog items in three views: Standard (shown at right), Detail and Thumbnail. In the Standard and Thumbnail Views, rearrange items by dragging them. Double-click an item to open the Detail View for it.

When you want to resize or crop an image or edit a text item, drag it to the Clipboard icon in the button bar, then click the Clipboard Editor button—the Clipboard Editor opens (shown in Graphics mode at right), and you can use the tools along the left edge to make the desired changes. In Text mode, the Clipboard Editor's menu bar offers options for finding text and setting font, size and style.



Standard View—drag items to rearrange them; click in their names to rename them

Clipboard Editor—use the tools at left to make the desired changes

System 7.5!

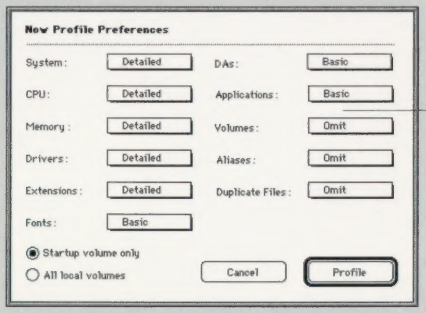
When you're using PowerTalk, send a catalog item to another user by selecting the item and choosing "Mail..." from the File menu.

Now Profile

Now Profile is an indispensable tool for checking your system and for troubleshooting problems. To create a system profile, just open the application and click "Profile" in the Preferences dialog box (❶)—the default settings give you a thorough profile.

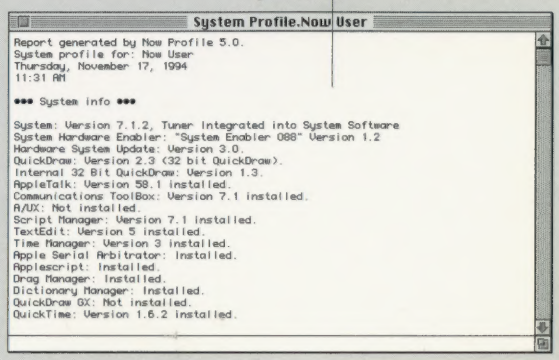
When the profile is complete, it appears in a scrolling text window (❷). You can print and/or save this information, which can be very useful when you're talking with a software vendor's technical support department or when you're trying to maintain consistent configurations on several machines.

Once in a while, it's a good idea to set up Now Profile to report on Aliases and Duplicate Files. Since it can find aliases whose original files are gone and identify duplicate files as well, you can save valuable disk space by checking for them periodically.



❶ **Now Profile Preferences dialog box—set the categories of information to be reported here**

❷ **Now Profile window displaying final profile results**


System Profile.Now User
Report generated by Now Profile 5.0.
System profile for: Now User
Thursday, November 17, 1994
11:31 AM
••• System info •••
System: Version 7.1.2, Tuner Integrated into System Software
System Hardware Enabler: "System Enabler 088" Version 1.2
Hardware System Update: Version 3.0.
QuickDraw: Version 2.3 (32 bit QuickDraw).
Internal 32 Bit QuickDraw: Version 1.3.
AppleTalk: Version 58.1 installed.
Communications ToolBox: Version 7.1 installed.
A/UX: Not installed.
Script Manager: Version 7.1 installed.
TextEdit: Version 5 installed.
Time Manager: Version 3 installed.
Apple Serial Arbitrator: Installed.
Applescript: Installed.
Drag Manager: Installed.
Dictionary Manager: Installed.
QuickDraw GX: Not installed.
QuickTime: Version 1.6.2 installed.

System 7.5!

When you're using PowerTalk and the profile window is open, send the profile to another user by choosing "Mail..." from the File menu.